

Relocation, Removals and Recycling Checklist

Report Number / Job Number:	
Company:	
Contact Name:	
Mobile and Email:	
Existing Site Address and Postcode:	
New Site Address and Postcode (if required):	
Preferred Date(s) and Time(s):	

Equipment List

Unit	Type*	Make	Model	Serial No
1				
2				
3				
4				
5				

* Please state the type: server racks, IT hardware, UPS or AC (Air Conditioner)

Site or System Description and Information

Please use this section to provide further information, drawings and photographs where available.

Relocation, Removals and Recycling Overview

Item	Projects Areas	Indication Tick/strike out
1.0	Service Type	
1.1	Planned	Yes/no
1.2	Emergency	Yes/no
2.0	Site	
2.1	Relocation	Yes/no
2.2	Removal and disposal	Yes/no
2.3	Access controls and security requirements	Yes/no
2.2	Restrictions	Yes/no
2.3	Permits required	Yes/no
3.0	Logistics	
3.1	Easy building access with the site the ground floor	Yes/no
3.2	Raised access floors	Yes/no
3.3	Plinths in use	Yes/no
3.4	Steps to or from the site	Yes/no
3.5	Packing required	Yes/no
3.6	Containers required	Yes/no
4.0	Disconnection and Decommissioning	
4.1	Temporary supplies required	Yes/no
4.2	Electrical contractor required	Yes/no
4.3	Specialist service engineer required	Yes/no
4.4	Rectification works required	Yes/no
5.0	Environment	
5.1	Specialist handling or recycling considerations	Yes/no
5.2	Waste Carriers License required	Yes/no
5.3	Certified disposal and recycling centre required	Yes/no
5.4	Rebate required for reclaimed materials	Yes/no
5.5	Documentation required including Waste Transfer Notes and Disposal Certificates	Yes/no

Notes

Please use this section for any item marked **Yes** to provide further information:

Item	Project Areas

Server Room Environments Group

Belgravia House, Grosvenor Street, Mold nr Chester UK CH7 1EJ

Tel: 0800 030 6838 – Email: projects@srenv.co.uk – Website: www.serverroomenvironments.co.uk

Project Manager Checklist

RAMS	Yes/no	More data required	Yes/no
Job Complete	Yes/no	Further site visit required	Yes/no
Waste Transfer Note Issued	Yes/no	Number	_____
Disposal Certificate Issued	Yes/no	Number	_____

Checklist Completed By

Start Time	Arrive Time	Leave Time	Mileage
Date / Time	Name	Company	Signature

This is a service sheet to cover relocations, removals and recycling of IT hardware, server cabinets, UPS systems and air conditioners including CRACs and CRAHs for server rooms and datacentres.

For more information on our relocation, removal and recycling services please visit:

<https://www.serverroomenvironments.co.uk/services/server-room-relocation/>

<https://www.serverroomenvironments.co.uk/services/it-equipment-recycling/>